



EXECUTIVE OFFICE FOR ADMINISTRATION & FINANCE
COMMONWEALTH OF MASSACHUSETTS
HUMAN RESOURCES DIVISION
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AMENDED July 27, 2023

READING LIST ANNOUNCEMENT – PLEASE POST PROMINENTLY

TO: Fire Department Appointing Authorities, Fire Chiefs
FROM: Regina Caggiano, Director of Civil Service
DATE: July 21, 2023
SUBJECT: Reading List for Deputy Fire Chief Examination

STATEWIDE DEPUTY FIRE CHIEF

EXAMINATION DATE – SATURDAY, NOVEMBER 18, 2023

This reading list will pertain to the Human Resource Division Written Examination for Deputy Fire Chief administered on November 18, 2023.

Candidates are responsible for reading all the texts and other materials listed below and on all pages of this announcement. Please note carefully which edition and/or date of publication is listed for each item. All technical knowledge examination questions will be based on these materials.

Chief Officer (3rd Edition). IFSTA (2014). Oklahoma State University, Fire Protections Publications.

Chapter 1: Entire Chapter

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Chapter 3: Entire Chapter-Exclude p. 114-135 (“Participation in the Political Arena” to the end of the chapter)

Chapters 5-6: Entire Chapters

Chapter 8: Entire Chapter

Safety and Survival on the Fireground (2nd Edition) Dunn, Vincent. (2015). Tulsa, Oklahoma. PennWell Corporation.

Chapter 2: Entire Chapter

Chapter 4: Entire Chapter

Chapter 7: Entire Chapter

Chapter 9: Entire Chapter

Chapter 17: Entire Chapter

Chapter 23: Entire Chapter

Hazardous Materials for First Responders (6th Edition) IFSTA. (2022). Oklahoma State University, Fire Protections Publications.

Chapter 1: Entire Chapter

Chapter 2: Entire Chapter-Exclude p. 31-48 & p. 66-89

Chapter 4: Entire Chapter-Exclude p. 125, p. 130-132, p. 135-144, & p. 148-176

Chapter 6: Entire Chapter-Exclude p. 239-240, p. 245-261, & p. 271-275

Chapters 7-9: Entire Chapters

Chapter 11: Entire Chapter-Exclude p. 418-453

Chapter 16: Entire Chapter

Note: All Hazardous Material questions and information are sourced from only this text.

Note: Exclude appendices, glossary, tables, metric equivalents, and skill sheets.

Fire Protection, Detection, and Suppression Systems (5th Edition) ISFTA. (2016). Oklahoma State University, Fire Protections Publications.

Chapter 2: Entire Chapter



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Chapter 4: Entire Chapter-Exclude p. 134-147 (“Water Mist Fire Suppression Systems” to end of chapter)
Chapter 5: Entire Chapter
Chapter 6: Entire Chapter-Exclude p. 175-194 (“End Suction Centrifugal Pumps” to end of chapter)
Chapters 7-8: Entire Chapters

Strategic and Tactical Considerations on the Fireground (4th Edition). Smith, James P. (2017). New York, NY: Pearson.

Chapters 5-6: Entire Chapters
Chapter 7: Entire Chapter-Exclude p. 303-318 (“Wildland Urban Interface” to end of chapter)
Chapters 8-11: Entire Chapters

Note: All numeric values, statistics, and measurements are source from this text only.

Fire Service Personnel Management. (3rd Edition). Edwards, Steven T. (2010). Upper Saddle River, NJ: Pearson.

Chapter 1: Entire Chapter-Exclude p. 16-17 (“City of Los Angeles: Code of Ethics”)
Chapter 2: Entire Chapter
Chapter 3: Entire Chapter-Exclude p. 65-70 (case studies)
Chapter 7: Entire Chapter-Exclude p. 161-163 (“Training Assessment” - “Adult Learning Principles”) & 166-191 (“Curriculum Development”- “Training Safety”)
Chapter 9: Entire Chapter
Chapter 10: Entire Chapter-Exclude p. 248-268 & p. 273-277
Chapter 11: Entire Chapter-Exclude p. 288-307 (“Unionization” - “Grievances”) & p. 313-317 (“IAFC/IAFF Labor-Management Initiative Guiding Principles” to end of chapter)
Chapter 12: Entire Chapter-Exclude p. 321-324 (“Introduction- Productivity and Performance”) & p. 329-331 (“Using Models”- “Performance Management”), & p. 341- 345 (“Performance Incentives” to end of chapter)



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Chapter 13: Entire Chapter- Exclude p. 359-364 ("Degrees at a Distance Program" to end of chapter)

Massachusetts General Laws: Chapter 148

Section: 2, 2A, 3, 4, 5, 26, 26A, 26A1/2, 26B, 26C, 26F, 26F1/2, 26G, 26G1/2, 26H, 27A, 28A, 34, 34A, & 34B

PUBLISHERS OF READING LIST TEXTS

Chief Officer (3rd Edition) IFSTA (2014). Oklahoma State University, Fire Protections Publications. <https://www.ifsta.org/shop/ebook-chief-officer-3rd/75131>

Safety and Survival on the Fireground (~~4th Edition~~) ~~Smith, James P. (2017). New York, NY, Pearson.~~ (2nd Edition) Dunn, Vincent. (2015). Tulsa, Oklahoma. PennWell Corporation. [Safety and Survival on the Fireground, 2nd Edition by Vincent Dunn \(fireengineeringbooks.com\)](https://www.fireengineeringbooks.com)

Hazardous Materials for First Responders (6th Edition) IFSTA. (2022). Oklahoma State University, Fire Protections Publications. <https://www.ifsta.org/shop/hazardous-materials-first-responders-6th-edition/36701>

Fire Protection, Detection, and Suppression Systems (5th Edition) ISFTA. (2016). Oklahoma State University, Fire Protections Publications. <https://www.ifsta.org/shop/fire-protection-detection-and-suppression-systems-5th-edition/36536>

Strategic and Tactical Considerations on the Fireground (4th Edition) Smith, James P. (2017). New York, NY, Pearson. <https://www.pearson.com/en-us/subject-catalog/p/strategic--tactical-considerations-on-the-fireground/P200000001847/9780134463544>



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Fire Service Personnel Management (3rd Edition) Edwards, Steven T. (2010). Upper Saddle River, NJ. Pearson. (This book is available for purchase via Amazon, Chegg, and other online retailers. For more information on how to gain access to this book, contact Civil Service)

Massachusetts General Laws: Chapter 148. [Chapter 148 \(malegislature.gov\)](http://malegislature.gov)

Please note that the Human Resources Division does not recommend specific retailers for the purchase of reading list texts. For local vendors, contact the publishers at the telephone number or website listed, or check with the Chief of your department or local union representative for assistance. Many local retailers will be able to special-order any text not carried in stock.

Any questions regarding the reading list may be directed to Shelagh Herbert at shelagh.herbert@mass.gov. A copy of the reading list is posted on the Human Resources Division's Civil Service Unit website. [Examination Preparation Guides and Reading Lists | Mass.gov](#)